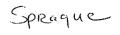


|   |   | •   |
|---|---|---|
| POSITION DESCRIPTION, Form 30 - STATE Commonwealth of Massachusetts   |   | POSITION CODE   |
| 1. POSITION TITLE   | MOTNOY  | 07-R02  |
| ADM ASSISTANT I   | AGENCY<br>Department of Public Health   |   |
| 2. APPROPRIATION CODE POSITION NUMBER 4516-1000 00039541  | SALARY  | DATE  |
| 3. GENERAL STATEMENT OF DUTIES: Under the supervision of the Laboratory Supervisor prioritize   | res, assigns and coordinates sa   | mple work of the Drug   |
| Laboratory. Maintains the security and integrity of samples.  | . Keeps precise records, prepar   | es reports and documents.   |
| 4. SUPERVISION RECEIVED:<br>Charles Salemi, Lab Supervisor II   |   |   |
| 5A. DIRECT REPORTING STAFF   5B. THEIR STAFF  |   |   |
| 6. DETAILED STATEMENT OF DUTIES:  |   |   |
| Coordinates sample work of the drug laboratory to assure to integrity. Receives drug samples from law enforcement age corroborating descriptions, assigning numbers and weighing record for each sample, enters demographic information and notarizes analysts signature of certificates. Responsible for attorneys and defendant attorneys. Notifies submitting ager samples to same. Maintains liaison between the laboratory and policy information, to resolve problems and to coordinate examination in order to determine progress, provide information reports monthly, yearly and as needed in order to determine timeliness of the analyses. Monitors assigned drug samples Provides training and orientation regarding evidence handling agencies. Confers with the laboratory staff to coordinate drug agencies for reasonable special requests.  7. QUALIFICATIONS REQUIRED AT HIRE:  Knowledge of types and uses of general office equipment. A judgement. Ability to communicate effectively in oral express individuals and by examining records and documents. Ability write concisely, to express thoughts clearly and to develop in apply the laws, rules, regulations, policies, procedures, special recommendations. Ability to follow written and oral instructions. | encies and maintains evidence significations, standards and guide deads in logical sequence. Ability to ma Ability to deal tactfully with other sion. Ability to gather information y to prepare and use charts, gradeas in logical sequence. Ability of data, draw conclusions are         | security and continuity by s. Creates a computer certificate of analysis and artments, courts, district ady for pick up and returns encies to provide analysis zes data concerning drug supervisors. Prepares e nature of the work and the reporting of results. Itory staff and outside available to submitting intain accurate records. S. Ability to exercise sound in through questioning aphs and tables. Ability to y to understand, explain and lines governing assigned and to make appropriate |
| information.  | ons. Ability to exercise discreation  | on in rianding confidential   |
| QUALIFICATIONS ACQUIRED ON JOB:     Knowledge of the laws, rules, policies and procedures governuses of agency forms. Knowledge of the proper telephone p   |   |   |
| 9. MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) two years of full-time, or exadministration business administration or business manager following functions: purchasing, personnel management, busimplification, grants management, contracts administration combination of the required ex-perience and the substitution degree with a major in business administration, business mather required experience.* An associate's or higher degree with management or public administration may be substituted for Education toward such a degree will be prorated on the basi   | quivalent part-time, experience ment, the major duties of which dgeting, accounting, record mar or program management, or (B is below. SUBSTITUTIONS: An anagement, or public administra ith a major other than in busined a maximum of one year of the is of the proportion of the require | in office management,office included one or more of the nagement, work ) any equivalent Associate's or higher tion may be substituted for sa administration, business required experience.**  |
| 10. LICENSE AND/OR CERTIFICATION REQUIREMENTS:  | ,   |   |
| 11. REMARKS:<br>Incumbents of this position must submit to a CORI check.  |   |   |

| -                      | ointing Authority     | Title                     |                 |            |          |            |         |         |
|------------------------|-----------------------|---------------------------|-----------------|------------|----------|------------|---------|---------|
|                        |                       |                           |                 |            |          |            |         |         |
| Agency                 |                       | Prepared By               |                 |            |          |            |         |         |
|                        |                       |                           |                 |            |          |            |         |         |
| nitials of<br>ncumbent | Date                  | Initials of<br>Supervisor | Date            |            |          |            |         |         |
|                        | e submitted to the Pe | ersonnel Administrat      | or for each new | position i | n your j | urisdictic | on, and | for any |
| substantive chan       | ge in an established  | •                         |                 |            |          |            |         |         |



| E. S.   |   |   |
|---|---|---|
| POSITION DESCRIPTION, Form 30 - STATE<br>Commonwealth of Massachusetts  |   | POSITION CODE<br>09-R01   |
| 1. POSITION TITLE<br>ADM ASSISTANT II   | AGENCY<br>Department of Public Health   |   |
| 2. APPROPRIATION CODE POSITION NUMBER 4516-1000 00029212  | SALARY  | DATE  |
| 3. GENERAL STATEMENT OF DUTIES: The incumbent is responsible for the day to day operation of security and integrity of samples. Keeps precise records, preprovides clerical support as needed. Orders supplies and ed   | epares reports and documents  | as directed. Enters data and  |
| 4. SUPERVISION RECEIVED:<br>Charles Salemi, Lab Supervisor I  |   |   |
| 5A. DIRECT REPORTING STAFF   5B. THEIR STAFF  |   |   |
| Responsible for the day to day operation of the Evidence Of Prepares monthly reports. Orders supplies and equipment for regarding policies and procedures of the Evidence Office. Restablishes and maintains chain of custody by corroborating ensure correct records. Maintains evidence security and con analysts, maintaining chain of custody. Establishes defendar analyst work cards, reports and final certificates of analysis. courts, district attorneys and defendant attorneys. Notifies suand returns samples to same. Enters record of police pickup departments by phone when their samples are ready for pick departments throughout the state.                             | or the Evidence Office. Confer eceives all samples from the later descriptions, assigning number tinuity. Assigns samples to an intrecords in computer, enters Responsible for phone contact ubmitting agencies when their to of analyzed drug samples into                             | with Drug Lab Supervisors we enforcement officials, ers and weighing samples to dreceives samples from sample results, prints to with police departments, samples are ready for pickup data base. Notifies police |
| Knowledge of the principles and practices of office managen Knowledge of the methods used in preparation of charts, grathe laws, rules, regulations, policies, procedures guidelines groper format and proecure for assembling items of informat tactfully with others. Ability to exercise sound judgement. Abinformation. Ability to give oral instructions in a precise, under B. QUALIFICATIONS ACQUIRED ON JOB: Knowldge of the policies, procedures, specifications, standar assigned unit activities. Knowledge of the types and uses of   | aphs and tables. Ability to under<br>governing assigned unit activitition. Ability to maintain accurat<br>ility to exercise discretion in ha<br>erstandable manner.<br>rds, guidelines, laws, rules and   | erstand, explain and apply<br>es. Ability to determine<br>e records. Ability to deal<br>andling confidential  |
| 9. MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) three years of full-time or e office administration business administration or business ma of the following functions: purchasing, personnel management simplification, grants management, contract administration of the required experience and the substitutions below. SUBS major in business administration, business management or p two years of the required experience.* An Associate's or high administration, business management or public administration required experience.* *Education toward such a degree will be requirements actually completed. NOTE: Educational substituthe required experience. | equivalent part-time, experience in agement, the major duties of nt, budgeting, accounting, record reprogram management or (B) STITUTIONS: An Associate's coublic administration may be super degree with a major other ton may be substituted for a major prorated on the basis of the | which included one or more ords management, work any equivalent combination or higher degree with a abstituted for maximum of han in business ximum of one year of the proportion of the                          |
| 10. LICENSE AND/OR CERTIFICATION REQUIREMENTS:  |   |   |
| 11. REMARKS:  |   |   |
|   |   |   |
| Signature of Appointing Authority Title   |   |   |

| Agency                               |      | Prepared By               |   |
|--------------------------------------|------|---------------------------|---|
| Initials of Incumbent                | Date | Initials of<br>Supervisor | Date  |
| This form must be substantive change |      |                           | tor for each new position in your jurisdiction, and for any |
| Return to Position                   |      |                           |   |

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| POSITION DESCRIPTION, F<br>Commonwealth of Massachus  | orm 30 - STATE<br>setts   |  | POSITION CODE<br>07-R02   |  |
|---|---|--|---|--|
| 1. POSITION TITLE<br>ADM ASSISTANT I  |   | AGENCY<br>Department of Public Health  |   |  |
| 2. APPROPRIATION CODE<br>4516-1000  | POSITION NUMBER<br>00010739   | SALARY   | DATE  |  |
| GENERAL STATEMENT O     The incumbent of this position     Laboratory Institute.  |   | pport to technical and manage  | ment staff at the State   |  |
| 4. SUPERVISION RECEIVED<br>Alan Borne, Lab Supervisor I   | ;   |  |   |  |
| 5A. DIRECT REPORTING ST   | AFF   5B. THEIR STAFF   |  |   |  |
| Microsoft applications includin<br>memoranda, meeting minutes<br>disease surveillance. Maintain<br>reports, and test result reports<br>for Laboratories and others. Carrangements. Maintains records<br>as required. Maintains files, so                        | ance to technical and manage<br>g Word, Excel, Access, Powe<br>and agendas. Coordinates co<br>s databases as required. Pre<br>. Provides backup administral<br>oordinates events and meetin<br>rds and coordinates communi<br>shedules appointments, sorts  | rPoint, Outlook, and Project. Pommunication and maintains trapares and maintains project trative support when needed to things. Coordinates room, audioviscations for the Bioterrorism Lalmail, answers telephone calls a                            | repares reports, letters, acking systems related to cking charts, quality control e Assistant Commissioner sual and catering poratory Response Network and responds to inquiries. |  |
| Knowledge of principles and p Knowledge of the methods use general office equipment. Abili specifications, standards and cand tables. Ability to write concexercise discretion in handling tactfully with others. Ability to communications and communications. | ractices of office managemen<br>ed in preparation of charts, graty to understand, explain and<br>guidelines governing assigned<br>cisely, to express thoughts cla<br>confidential information. Ability<br>gather information through qualicate effectively in oral expres   | aphs and tables. Knowledge of apply the rules, regulations, poly unit activities. Ability to preparently and to develop ideas in log ty to follow oral and written insteasioning individuals and by exasion. Ability to maintain accura              | the types and uses of blicies, procedures, re and use charts, graphs gical sequence. Ability to tructions. Ability to deal amining records and te records. Ability to             |  |
| 8. QUALIFICATIONS ACQUIR  | ED ON JOB:  |  |   |  |
| administration business adminifollowing functions: purchasing simplification, grants managem combination of the required exdegree with a major in busines the required experience.* An amanagement or public adminis Education toward such a degre              | A) two years of full-time, or existration or business managers, personnel management, but nent, contracts administration perience and the substitutions administration, business massociate's or higher degree witration may be substituted for the will be prorated on the basiness massociate.  | nent, the major duties of which dgeting, accounting, record ma or program management, or (Es below. SUBSTITUTIONS: Aranagement, or public administration a major other than in busine a maximum of one year of the sof the proportion of the require | included one or more of the nagement, work  3) any equivalent  1 Associate's or higher ation may be substituted for ass administration, business required experience.**           |  |
|   | ATEMENT OF DUTIES: If this position will provide administrative support to technical and management staff at the State Ite.  N RECEIVED: Supervisor I  PORTING STAFF   5B. THEIR STAFF  ATEMENT OF DUTIES: trative assistance to technical and management staff using laboratory information systems and tions including Word, Excel, Access, PowerPoint, Outlook, and Project. Prepares reports, letters, ething minutes and agendas. Coordinates communication and maintains tracking systems related to ince. Maintains databases as required. Prepares and maintains project tracking charts, quality control result reports. Provides backup administrative support when needed to the Assistant Commissioner and others. Coordinates events and meetings. Coordinates room, audiovisual and catering anitains records and coordinates communications for the Bioterrorism Laboratory Response Network tains files, schedules appointments, sorts mail, answers telephone calls and responds to inquiries. propriate parties. Purchases office and laboratory supplies and maintains inventory.  DNS REQUIRED AT HIRE: nciples and practices of office management. Knowledge of the methods of general report writing, methods used in preparation of charts, graphs and tables. Knowledge of the types and uses of injment. Ability to understand, explain and apply the rules, regulations, policies, procedures, undards and guidelines governing assigned unit activities. Ability to prepare and use charts, graphs to write concisely, to express thoughts clearly and to develop ideas in logical sequence. Ability to in in handling confidential information. Ability to follow oral and written instructions. Ability to deal rs. Ability to gather information through questioning individuals and by examining records and you communicate effectively in oral expression. Ability to maintain accurate records. Ability to degement. Ability to establish and maintain harmonious working relationships with others |  |   |  |
| 11. REMARKS:  |   |  |   |  |
|   |   |  |   |  |
| Signature of Appointing Author  | rity Title  |  |   |  |
|   |   | · · · · · · · · · · · · · · · · · · ·  |   |  |
| Agency  | Prepared By   |  |   |  |

| i                     |   |                           |                         | :                            |         |
|-----------------------|---|---------------------------|-------------------------|------------------------------|---------|
| Initials of Incumbent | Date                                      | Initials of<br>Supervisor | Date                    | <del>-</del><br>             |         |
|                       | t be submitted to the ange in an establis |                           | tor for each new positi | on in your jurisdiction, and | for any |
| Return to Positi      | on  |                           |                         |                              |         |
|                       |   |                           | Email Form 3            | 30                           |         |